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**Category:** SSIC 01000 Military Personnel

**Number:** MCO 1500.31G

**Subj:** ENLISTED AVIATION MAINTENANCE TRAINEE MANAGEMENT SYSTEM (EAMTRAMS)

DEPARTMENT OF THE NAVY  
HEADQUARTERS UNITED STATES MARINE CORPS  
WASHINGTON, DC 20380-0001  
MCO 1500.31G  
C462A2  
NOV 10 1993

MARINE CORPS ORDER 1500.31G

From: Commandant of the Marine Corps

To: Distribution List

Subj: ENLISTED AVIATION MAINTENANCE TRAINEE MANAGEMENT SYSTEM  
(EAMTRAMS)

Ref: (a) MCO 1543.2B FREST  
(b) MCO 1553.1B, SAT  
(c) MCO P4790.12A, MATMEP  
(d) MCO P1200.7M, MOS Manual  
(e) MCO P1080.35H, PRIM  
(f) MCO P1000.6F, ACTS Manual  
(g) OPNAVINST 4790.2E, NAMP  
(h) MCO 1553.7, BNA

Encl: (1) Weekly FREST Update  
(2) List of Definitions  
(3) EAMTRAMS MOS's  
(4) EAMTRAMS Chain of Command  
(5) Generic Enlisted Aviation Maintenance Training  
Itinerary

Report Required: Weekly FREST Update (Report Control Symbol MC-1541-O1) Par. 7f(7) and encl (1).

1. Purpose. To establish the procedures that shall be used to govern the completion of the initial skill training of enlisted aviation maintenance personnel who have completed "A" school or equivalent training at a technical training center, and require additional training to fully qualify in their MOS.

2. Cancellation. MCO 1500.31F of 13 Aug 91.

3. Summary of Revision. This Order is revised in its entirety.

#### 4. Information

a. The training of enlisted aviation maintenance personnel under the Enlisted Aviation Maintenance Trainee Management System- (EAMTRAMS) shall be conducted under the cognizance of Commanding General Marine Corps Combat Development Command (CG MCCDC). The operational and administrative chain of command are depicted in enclosure (4).

b. CMC (MMEA), for the Regular Establishment and CMC (M&RA), for reservists on initial active duty for training, shall issue permanent duty assignments by-name for all trainees prior to

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completion of "A" school. Graduates of "A" school failing to complete MOS qualification under EAMTRAMS will be reassigned by CMC (MMEA/M&RA) in accordance with the needs of the Marine Corps.

c. The aviation specialized skill training conducted under the EAMTRAMS is accomplished via formal Maintenance Training

Units (MTU) at Navy sites and Fleet Replacement Enlisted Skill Training (FREST) departments at Marine sites. Each trainee will receive instruction based upon individual training standards outlined in reference (b) and documented under MATMEP IAW reference (c). Normally, classroom training is accomplished prior to managed on-the-job training (MOJT) but, the sequence of training may be altered to conform to the availability of school quotas or to overcome individual training problems.

d. When training is to be conducted at a location other than the permanent duty station of a trainee, the Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU) shall arrange the training itinerary in the most expeditious and economical manner. The trainee may attend school under temporary duty under instruction (TEMADINS) or (DUINS) enroute from "A" school, or the trainee may proceed directly to the ultimate unit of assignment, commence MOJT, and then proceed under TEMADINS orders to a unit or formal school when a quota becomes available. Sample training itineraries are depicted in enclosure (5).

e. When conducting FREST training, it will be scheduled and completed as specified in reference (a). This type of training provides closely supervised instruction to enlisted trainees and includes both institutional training and MOJT.

f. When FREST training is not available the FREST department within the Fleet Replacement Squadron (FRS) shall assign trainees to an appropriate squadron to complete MOJT.

g. Aviation maintenance trainees shall be identified by a trainee MOS while completing MOS qualification. However, the billet MOS (BILMOS) will be the same as intended MOS (IMOS) whenever entries are made in the MMS system. The trainee's intended MOS will be assigned by the EAMTMU upon completion of "A" school. The FREST is responsible for ensuring the Marine is qualified and assigned an MOS in accordance with references (d)

and (e). In lieu of FREST, the permanent unit of assignment is responsible for ensuring qualification and assignment of a hard-skill MOS.

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h. Reservists will be trained within the EAMTRAMS. Reservists are recruited for a specific MOS assignment. Training for another MOS is not authorized without the approval of the parent Reserve unit. In all cases of reservist training where a delay in training in excess of 90 days is identified, the FREST will immediately contact HQMC (RAP-3/MRRE/MPP-80) for disposition instructions. Info EAMTMU on all correspondence.

i. Every effort will be made by all concerned to ensure rapid and continual movement of reservists on initial active duty for training through the training pipeline. MOJT for reservists will be conducted as expeditiously as possible, and the reservists will be assigned a primary MOS and released from active duty at the earliest possible date.

j. EAMTRAMS procedures will be reviewed annually at a conference during the fourth quarter of each fiscal year. The conference will be chaired by CG MCCDC (C462A2). Personnel aware of management procedures which may improve enlisted specialized skill training are encouraged to submit proposed changes via the chain of command to CG MCCDC (C462A2) for consideration and appropriate implementation with an information copy to the EAMTMU.

5. Definitions. A list of applicable definitions is provided in enclosure (2).

## 6. Concept of Training

a. To ensure the most efficient and effective training of enlisted aviation personnel who require additional training after completion of "A" school, the Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU) shall provide quota control and overall cognizance of Aviation Training Management for enlisted Marines undergoing FREST training. The EAMTMU operates under the administrative control of Marine Aviation Training Support Group-90 (MATSG-90).

b. The goals of the EAMTRAMS are to:

(1) Train "A" school graduates for the complex and demanding responsibilities of modern aviation technology. The MOS's listed in enclosure (3) fall within the purview of the EAMTRAMS.

(2) Maintain an effective training management agency with the capability to plan, schedule, monitor and coordinate

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applicable enlisted aviation specialized skill training.

(3) Minimize trainee personal/family problems by early identification of a complete training itinerary and ultimate permanent duty station/unit assignment.

## 7. Action

a. Commanding General Marine Corps Combat Development Center shall:

(1) Publish a single TQM for each applicable course that includes quotas for each student type for the entire year. These TQM's will include a schedule of courses.

(2) Provide TAD funding data as appropriate, when requested.

b. Commanding General, 2d Marine Aircraft Wing, and Commanding General, 3d Marine Aircraft Wing shall:

(1) Maintain FRESTs at MCAS New River, MCAS El Toro, MCAS Camp Pendleton, MCAS Tustin, and MCAS Cherry Point. These FRESTs will be responsible for managing enlisted aviation personnel assigned to training within the FREST department.

(2) In accordance with reference (b), and in the absence of a FREST establish aviation maintenance MOJT programs utilizing published maintenance instruction manuals and training standards set forth by MATMEP, ref (c).

(3) For all personnel not trained by a FREST, assign the appropriate MOS upon completion of training. Ensure the individual's MOS is reported in accordance with reference (e), within the time limits established by the Projected Training Completion Date (PTCD) as specified in EAMTMU/TAD orders.

(4) Provide the EAMTMU, upon request, the information required to develop the training itinerary for each single designator, multiple-skill MOS assigned by the CMC (MMEA). In general, this information is limited to specifying type of equipment to be trained in/on.

(5) Ensure adherence to training itineraries established by the EAMTMU and that scheduled training is accomplished.

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(6) Ensure completion of the individual training records in accordance with reference (c).

(7) Ensure attendance at all scheduled formal school courses. Specifically:

(a) Ensure all provisions of the individual's PCS/TAD orders are accomplished for aviation trainees.

(b) If course schedules cannot be met as directed by the individual's orders, immediately notify EAMTMU for modification or rescheduling as necessary with an information copy to CG MCCDC (C462A2).

(c) Provide EAMTMU with justification for any missed training quotas, e.g., NADEP, FREST, etc., prior to requesting rescheduling of trainees who have missed scheduled classes. Inform CG MCCDC (C462A2) of all such requests.

(8) In accordance with reference (e), immediately upon joining an aviation trainee, enter the IMOS and PTCD in the MMS as specified on the individual's PCS/TAD orders.

(9) Ensure that FREST instructors are not assigned to duties that will delay final MOS qualification of trainees or alter scheduled course completion dates.

(10) Complete MOS qualification of all trainees by the PTCD as computed by EAMMU and specified on the individual's

PCS/TAD orders. Request extensions of PTCD from EAMTMU, if necessary, with an information copy to CG MCCDC (C462A2). Submit justification for all requests.

(11) Submit a request to CMC (MMEA) for active duty Marines, or CMC (MSAS and MPP-80) in the case of reservists, for the disposition and reassignment of a trainee who will not complete MOS qualification because of academic failure, disciplinary problems or other reasons. Provide CG MCCDC (C462A2) and EAMTMU an information copy of the request.

d. Commanding Officer, Marine Aviation Training Support Group-90, shall:

(1) Provide administrative support for the -MU to include writing/issuing PCS/TAD orders.

(2) Issue ITSS MATMEP packages.

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e. Officer in Charge, Enlisted Aviation Maintenance Trainee Management Unit, shall:

(1) Provide-representation to maintenance training requirement review conferences (MTRRs).

(2) Manage aviation trainee development to fulfill Marine Corps requirements by developing training itineraries for by-name assignments issued by CMC (MMEA).

(3) Obtain training seats from the appropriate technical and FMF training agencies (e.g., CNO/FREST/MTU/NADEP, etc.). CG MCCDC (C462A2) will forward an annual "C" school training plan to CNO (PERS22/N889).



(4) Act as quota control for Marine aviation maintenance training occurring after "A" school. This will be for all FREST/MTU class seats for Marine students, aboard all Navy/Marine training facilities, as well as Navy students obtaining training at FREST's aboard Marine Corps facilities.

(5) Designate a military site supervisor for management of the Aviation Training Support System (ATSS) site at NAS Memphis.

(6) Supervise and ensure compliance with all directives for the maintenance of the NITRAS system for Marine Corps enlisted aviation training.

f. Officers in Charge/Director of Training FREST shall accomplish the following for all trainees:

(1) Coordinate the MOS qualification training at their locations for all Marines receiving specialized skill training within the EAMTRAMS.

(2) Arrange for local units to provide MOJT for those Marines undergoing training for NOS qualification when MOJT is required and it is not available within the FREST department.

(3) Provide administrative and logistical support for those Marines undergoing aviation training at their location.

(4) Ensure training itineraries, as-developed by EAMMU, are carried out as specified in the individual's PCS/TAD orders, and monitor assignments of PMOS by aviation units within their area.

(5) For reservists on IADT/EADT, RELACDU when directed by EAMTMU no later than the PTCD specified in published PCS/TAD orders.

(6) In accordance with reference (e), immediately upon joining an aviation trainee, enter the intended MOS (IMOS) and PTCD in the MMS as specified in the individual's orders.

(7) Provide a weekly FREST update as per enclosure (1) to EAMTMU and the appropriate info addressees. This update may be submitted via Naval Message or electronic mail. Report Control Symbol MC-1541-01 has been assigned to this report. This report will cancel 3 years from the date of this directive.

(8) Provide a copy of student critiques of courses and instructors to CG MCCDC (C462A2) when requested.

(9) Provide a copy of follow on training evaluation results to CG MCCDC (C462A2) when requested.

(10) Ensure overseas physicals are completed on trainees who are scheduled for assignment overseas upon completion of training.

(11) Report student input and graduates via By Name Assignment in accordance with reference (h).

8. Reserve Applicability. This Order is applicable to the Marine Corps Reserve.

C. W. FULFORD, Jr.  
By direction

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Weekly FREST Update

FROM (ORIGINATOR)  
 TO EAMTMU MILLINGTON TN//TMU-10//  
 INFO CMC WASHINGTON DC//ASL//  
 CG MCCDC QUANTICO VA//TE/C462A2//  
 MATSG NINE ZERO//S-1//  
 CNTECHTRA MILLINGTON TN//N524//  
 NAMTRAGRU MILLINGTON TN//32//  
 UNCLAS //N01500//  
 MSGID/GENADMIN/ (ORIGINATOR) //  
 SUBJ/WEEKLY FREST UPDATE//  
 REF/A/DOC/MCO/1 OCT 93//  
 AMPN/REF A MCO 1500.31G (EAMTRAMS)//  
 POC/ (ORIGINATOR POC) //  
 RMKS/1. IAW REF A THE FOL IS SUB FOR THE WEEK OF \_\_\_\_\_  
 A. COI CVN.  
 FREST CRS/TITLE CLCVNDT MAX CLS SIZE ENRLD  
 (LIST COI/CLS CVN DURING THE WK)  
 B. FOR THE ABOVE COI, THE FOL WERE NO SHOWS:  
 NAGRASSN UNIT CIN ASSIGN BY  
 (LIST NO SHOWS)

C. FOR THE ABOVE COI THE FOL WERE LOCAL ADD:

NAGRASSN CIN REASON

(LIST ADDITIONS)

D. THE FOL COI WERE CANX:

CRS/TITLE CIN REASON

(LIST COI CANCELED)

E. THE FOL SNM WERE DROPPED FR/INTERRUPTED IN TRNG:

NAGRASSN CIN REASON

9(MED/LGL/SETBACKS/EM LV/DOR)

F. ADMIN PROBLEMS:

NAGRASSN PROBLEM

(MATMEP ENTRIES/SRB ENTRIES ETC)

G. MISC//

ENCLOSURE (1)

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## LIST OF DEFINITIONS

The following definitions are provided for clarification of terms used in the Enlisted Aviation Maintenance Trainee Management System (EAMTRAMS).

1. Enlisted Aviation Maintenance Trainee Management Unit (EAMTMU). Designated agency established at NAS Memphis, Millington, TN that provides centralized planning, scheduling, monitoring, and accounting of entry level, post entry level and lateral move enlisted aviation trainees through MOS qualification training upon completion of "A" school.

2. Naval Air Maintenance Training Group Detachment (NAMTGD). A unit that instructs maintenance personnel on the system of a specific aircraft (e.g., F/A-18 or CH-53), test benches or support equipment. The NAMTGD's are located aboard Navy installations. Equipment normally includes training panels, mock-up devices and composite trainers that simulate aircraft systems in operation.

3. Naval Aviation Depots (NADEP). Formerly Naval Air Rework Facility (NARF), mission is depot level overhaul and repair of aircraft and components. Due to the expertise gained from those procedures, NADEP's are occasionally tasked to conduct organizational and intermediate-level training courses.

4. Institutional Training. Training, either individual or collective, which is conducted in the formal school environment utilizing approved programs of instruction (POI). Formal schools in the context of this definition include not only Marine Corps formal schools but those formal schools of other military services attended by Marines. The Naval Air Technical Training Centers (NATTC's), NADEP's, FRESTS and civilian contractors are examples of institutional training.

5. Managed On-the-Job Training (MOJT). Training conducted in the unit environment which utilizes a combination of classroom instruction and practical application where the classroom instructor is also the work supervisor of the trainee. Evaluation of trainees is based upon their capability to demonstrate specific training objectives.

6. Individual Training Standard (ITS). Used as a measure of job performance to determine if an individual can or cannot satisfactorily perform. The standards constitute a basis for

ENCLOSURE (2)

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individual training conducted in units and institutions. Also, training standards are designed to be used by the commander to determine proficiency, evaluate individual training and maintain quality control of the training provided.

7. "A" School Training. That training which provides basic technical knowledge and skills required to prepare for job entry level performance and additional specialized skill training.

8. Single Designator Multiple-Skilled MOS. Any MOS that has more than one set of skills included within its structure and only one of those sets is normally required for MOS qualification. MOS 6412, Aircraft Communications System Technician, IMA is an example. MOS 6412 does not indicate which aircraft communication/navigation system the individual was trained to maintain.

9. Fleet Replacement Enlisted Skills Training (FREST) Program. The FREST incorporates, within a single department within the Fleet Replacement Squadron (FRS), what was formerly the Naval Air Maintenance Training Group Detachment (NAMTGD), the Fleet Readiness Aviation Maintenance Personnel (FRAMP) training program, the Training Management Element (TME) and when directed by HQMC the Aviation Weapons Training Unit (AWTU).

10. Maintenance Training Requirement Review (MTRR). A review program convened by CNO where training tracks of given weapons systems/work centers are reviewed by representatives for the fleet, EAMTMU, FREST and Naval Air Systems Command (NAVAIRSYSCOM). Training deficiencies, if identified, are rectified by either additions and/or deletions to existing training tracks establishing new or revised training programs. The MTRR is the primary vehicle used in determining the training and training sequence aviation enlisted Marines will pursue to qualify for an

MOS.

11. Projected Training Completion Date (PTCD). A date computed by the EAMTMU for each individual trainee. This date indicates the time allocated to the trainee to complete the individualized training to include formal school, unit school, MOJT and any foreseeable delays. The trainee shall be awarded an MOS no later than their PTCD. In the case of reservists with IADT order, this date is approved by HQMC (RAP-3/MMRE/MPP-80) and can only be extended/ modified with HQMC (RAP-3/MMRE/MPP-80) approval after liaison with EAMTMU. This date indicates when the individual shall be released from active duty (RELACDU).

ENCLOSURE (2)

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12. Individual Orders. As defined in this Order, individual orders will include the training itinerary and other pertinent information leading to MOS qualification as developed by CMC/EAMTMU.

13. Itinerary. Individual training track that includes courses of instruction developed at MTRR's and specifies the location(s) at which the individual's training is to be conducted.

14. Maintenance Training Management and Evaluation Program (MATMEP). The standardized format for Individual Training Standards (ITS) and developing training programs for the MOS'S covered in enclosure (3). These standards serve as an evaluation tool designed to ascertain the depth of the trainee's knowledge/ experience and job accomplishments/capabilities.

15. Maintenance Training Unit (MTU). Maintenance Training Units

are located on Naval Air Stations. They are composites of what were formerly Naval Air Maintenance Training Group Detachments (NAMTGD) and the Fleet Readiness Aviation Maintenance Personnel (FRAMP) training program. These two separate entities have been merged into an MTU and the MTU is under the command of the Commanding Officer, NAMTRAGRU, Millington, TN.

ENCLOSURE (2)

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#### EAMTRAMS MOS'S

"A" School graduates undergoing training to qualify for the following MOS's shall be trained within the EAMTRANS.

#### FIXED-WING MECHANICAL

6013 6030 6073  
6015 6032 6075  
6016 6053 6083  
6017 6054 6085  
6022 6055 6086  
6025 6056 6087  
6026 6057 6092  
6027 6072 6094

#### ROTARY-WING MECHANICAL

6112 6124 6155  
6113 6125 6172  
6114 6132 6173  
6115 6152 6174



6122 6153 6175

6123 6154

## AVIATION ORDNANCE

6521 6531 6541

## AVIONICS

6313 6336 6464

6315 6337 6465

6316 6386 6466

6317 6412 6467

6322 6413 6468

6323 6423 6482

6324 6432 6483

6325 6433 6484

6333 6462 6493

6335 6463

## ENCLOSURE (3)

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## ENCLOSURE (4)

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## GENERIC ENLISTED AVIATION MAINTENANCE TRAINING ITINERARY

1. Summary of Training Itinerary. Enlisted aviation training under EAMTRAMS is normally a maximum 26-week cycle from the EAMTMU's first identification of prospective graduates to completion of training and final MOS assignment. The cycle is started based on graduation from the respective "A" school. It is divided into three phases; the first phase is the identification of prospective graduates by the "A" school to EAMTMU; the second phase consists of EAMTMU assigning the PMOS/training itinerary and requesting duty station assignments from CMC, and the final phase is the actual training to PMOS qualification/assignment.

### EVENTS

0-1 At least 30 days prior to graduation, the "A" school provides EAMTMU with a roster of prospective graduates.

1-2 EAMTMU knowing the training requirements for each PMOS assigns PMOS training to each prospective graduate. EAMTMU requests from CMC (MMEA-84) by message/NAVGRAM/E-MAIL/ARMS-ELS duty station assignments. (This notification will contain the following minimum information: NAGRASSN, IMOS, PTCD, MARITAL STATUS, GRADDT, and any contract guarantees.)

2-3 Upon receipt of the EAMTMU request, CMC (MMEA-84) will assign the prospective graduates to MCC's throughout the Marine Corps and notifies EAMTMU via AOWP/message/E-MAIL/ARMS-ELS of the duty station assignments.

3-4 The EAMTMU, knowing the eventual PMOS and duty station assignment, issues PCS/TAD orders as appropriate.

4-26 The student graduates "A" school and departs MATSG-90

knowing the complete training itinerary for PMOS training and final duty station assignment. PMOS qualification should occur prior to the 19th week but no later than PTCD after commencing the follow-on training required.

ENCLOSURE (5)

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